

Certification Process Update- Effective November 1st, 2010

Congratulations to all certification candidates on your accomplishments thus far. PATH Intl. certification takes work and determination to achieve and we commend you all for making this goal a priority and working hard to achieve it.

The new 2010 changes and new extended workshop have benefited our members and we have heard a lot of wonderful feedback. We have also heard some suggestions to make the process even better. Please know all suggestions given to the office, by phone, online or by email are taken to the Riding Certification Subcommittee and the committee is reviewing all comments and will continue to work on the certification process. We would also like to remind all candidates to review the Registered Instructor Booklet as this booklet clearly outlines all policies needed for certification testing.

PATH Intl. has long had a procedure that all certification candidates must have an Instructor in Training (IT) letter and produce it for the center hosting the certification test 32 days in advance of the certification they wish to attend.

Please remember to ask the host site what their refund policy is. The PATH Intl. office will not rush an IT letter to any candidate nor can we email an IT letter directly to a center. Therefore you may sign up for the certification, without the requirements in hand, and risk not completing the requirements and then not testing on site, and possibly losing your certification fee. Please be aware of the refund policy in case you do not get your IT letter in time for your testing.

We would like to make all candidates aware of a new procedure outline below concerning your IT letter.

This procedure, effective November 1st 2010, addresses the situations in which a candidate planning to attend a certification does not have an IT letter in hand at the time of the certification.

If any candidate chooses to test without an IT letter or is allowed to test, and the IT letter is not in hand, the candidate must be aware of the following processing fee that will be assessed by the PATH Intl. office prior to their certification being final.

1. If the candidate does not have an IT letter by the time the candidate presents him/herself for certification testing and the evaluator allows the candidate to test, because they have reviewed the paperwork and feel the candidate has completed the required materials and can move forward with testing, the candidate will be invoiced an additional processing fee of \$150 to be paid to the PATH Intl. office prior to his/her certification results being released.
2. A fee will also be assessed to the host site of \$75 per candidate that tested without an IT letter.

Ultimately it is every candidate's responsibility to ensure all requirements have been met by the appropriate deadlines and that his/her IT letter is in hand in order to test for certification. PATH Intl. offers professional certifications and candidates testing should be accountable for managing the professional credentials supporting their career goals.

All candidates that have signed up to test for certification are emailed about 30 days prior to their testing by the PATH Intl. office with an update on their Phase 1 status. If the candidate is missing an item and does not have an IT letter in hand, he/she is notified.

If you have any questions please feel free to call us at (800) 369-7433. Jared Smith or Tara McChesney are happy to assist you in your certification process.

Thank you for your time and good luck in achieving NARHA certification!

Sincerely,

NARHA Certification Department